

ADMINISTRATIVE - INTERNAL USE ONLY

14 May 1975

MEMORANDUM FOR: Senior Training Officers
O/DCI, DDA, DDI, DDO, DDS&T

SUBJECT : Brookings Educational Programs for Government Executives,
1975-76

1. The Agency has been invited to nominate senior career officials to participate in The Brookings Institution's educational programs during fiscal year 1976. The attached brochures and nomination forms are for distribution to your training officers.
2. Nominees should be in grades GS-16 to GS-18 for all conferences. GS-15's who occupy positions of significant responsibility and who will move into supergrade positions in the near future will also be considered. The Brookings Institution is particularly eager to receive nominations of women and members of minority groups and will give special consideration to these nominations. The Conference for Senior Executives on Public Policy Issues in Colorado will be available only to Agency employees assigned in the Midwest and West. We have been asked to identify at this time nominees for the three programs to be conducted in Washington, D.C.
3. Nominations should be prepared on the attached nomination form and should be accompanied by an up-to-date biographic profile and the most recent fitness report. On the first page of the form do not complete anything below and including the Billing Instructions section. NOTE: Applicants are asked to indicate first and second choice dates for the same program.
4. You are reminded that Agency employees selected to attend these programs must do so on a completely overt basis.
5. Please submit seven copies of the nomination form and six copies of all other nomination papers to me by Friday, 27 June 1975.

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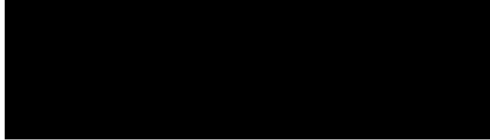
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Executive Secretary
Training Selection Board

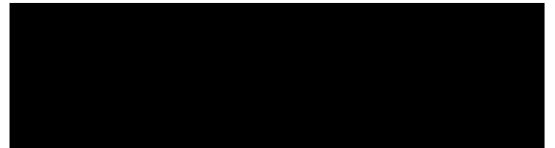
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